

Management System: Office of Human Resources**Subject Area: Staffing and Classification****Program Description: EMCBC Upward Mobility****Issue Date:** 06/11/15**Revision Number:** 1**Management System Owner:** Jeff Williams**Subject Matter Expert:** Jean St. Pierre

1.0 Purpose/Introduction

The purpose of this Program Description is to establish a Department of Energy (DOE), Environmental Management (EM), Consolidated Business Center (CBC) Upward Mobility Program (UMP), which will provide and improve career opportunities for those employees who have demonstrated high potential and interest, but lack specific qualifications for assignment to certain career fields or positions that will extend their career opportunities. The scope of this program description is to provide guidance for filling vacancies at a developmental level.

This Program Description will also be shared with the stand-up of the Shared Service Center scheduled for October, 2015.

2.0 Policies (see Department of Energy Human Capital Merit Promotion Policy)**3.0 Roles and Responsibilities**

Roles	Responsibilities
Senior Human Resources Business Partner, EMCBC Human Resources Advisory Office (HRAO)	<ul style="list-style-type: none">▪ Administers the UMP, to ensure compliance with applicable laws, regulations and DOE guidelines, and monitors effectiveness of program implementation as necessary.▪ Work with Service Center to help implement the UMP;▪ Decide which vacancies will be filled through the UMP;▪ Assist the Classification section of the Service Center to restructure vacant positions as necessary to provide upward mobility trainee and target positions;

	<ul style="list-style-type: none"> ▪ Ensure sufficient training and travel funds are available to complete the proposed training; ▪ Develop the trainee's memorandum of understanding (MOU), training and development plan (TDP), and any needed TDP modifications, and submit them to HRAO;
Human Resources Business Partner	<ul style="list-style-type: none"> ▪ Collaborate with EMCBC departments and serviced sites, and the Human Resources Service Center of the Office of the Under Secretary for Management and Performance to facilitate advertisement of vacancies.
Human Resources Shared Service Center of the Office of the Under Secretary for Management and Performance	<ul style="list-style-type: none"> ▪ Implement actions and manage respective organizations to ensure achievement of the DOE HR vision and mission. ▪ Implement actions within HR policies and requirements. ▪ Establishes and implements workforce plans for the EM organization. ▪ Applies Merit Promotion and Delegated Examining Unit Principles to recruit and hire personnel for its serviced organizations. ▪ UMP positions will be filled under Department of Energy merit promotion procedures.
Director, Office of Civil Rights and Diversity (OCD)	Monitors the activities of the UMP to assure that they are carried out fair and equitable.

4.0 Approach

This program description is to provide guidance for filling vacancies at a developmental level and applies to all CBC and CBC-serviced employees who meet the eligibility criteria.

Eligibility: To be eligible for consideration under the UMP, an employee must meet one of the following criteria:

- In a permanent position which is classified at one-grade intervals, GS-8 and below, and hold a career or career-conditional appointment.
- Time-After-Competitive Appointment Restriction. Employees appointed to a competitive service position under the Office of Personnel Management (OPM) recruitment system cannot be reassigned, promoted, changed to lower grade or transferred until 90 days have elapsed since the latest non-temporary competitive appointment.
- Under a Veteran's Readjustment Appointment (VRA). If selected, VRA employees will be reassigned to upward mobility trainee positions, and their initial VRA training agreements, if not entirely completed, may be terminated or amended at that time. They will remain on their VRA appointments, however, until they have completed two years of service. If performing satisfactorily at that time, VRA employees will be converted to the competitive service.

- Be a current employee serving under a Schedule A, Section 213.3102(u) appointment for severely handicapped individuals.
- When an employee through UMP moves to an entry level career-ladder position, which, for whatever reason they do not qualify at a grade equal to their present grade, they can only move through reassignment or change to lower grade. Pay retention will be granted to an employee whose rate of basic pay would otherwise be reduced as a result of placement in a UMP.

5.0 Requirements

5 CFR 335, "Promotion and Internal Placement"
5 CFR 410, "Training"
5 CFR 720, "Affirmative Employment Programs"

6.0 Supporting Management Systems, Subject Areas, and Procedures –

MSD – Office of Human Resources
SAD – Staffing and Classification

7.0 Form -

FM-OHR-323-02-F1, U.S. Department of Energy Environmental Management
Consolidated Business Center "Upward Mobility Program Memorandum of
Understanding"

8.0 Definitions - *Check the definitions page on the Management System Description.*

EMCBC RECORD OF REVISION

DOCUMENT TITLE: EMCBC Upward Mobility Program

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Reformatted to comply with current Management System Template	All	6/11/2015